

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF HUMAN RESOURCES
POLICY AND PROCEDURES MEMORANDUM

SALARY ADMINISTRATION

DATE: April 20, 2007

COMPENSATION PLAN

The University of Texas of the Permian Basin maintains a pay plan for all classified positions, with salary ranges which assure uniform treatment of comparable positions, provides opportunities for recognition of quality and length of service, considers the pay practices applicable to comparable positions in the University, public and private employment, and reflects the general economic conditions affecting salary policy.

MAINTENANCE OF PAY PLAN

To assist The University of Texas of the Permian Basin in maintaining sound pay policies the Director of Human Resources will study pay practices among governmental and private employers, the cost of living, the ability of the University to secure and retain the services of thoroughly qualified employees, and other pertinent information by officials and employees of the University. When appropriate, the Director of Human Resources will recommend changes to the compensation plan through the Vice President for Business Affairs to the President of the University for approval. When the minimum salaries of those jobs that are determined to be below average recruiting rate are adjusted, salaries of all employees who are below the new established minimum will be adjusted to the new rate.

FUNDING POLICY

All wage and salary funds are subject to the University's regulations and controls regardless of the original source. The source of funds for payment of salaries will have no bearing on the rates of pay established for positions (includes grants, contracts, state and local accounts).

COMPENSATION RATES

Hiring Rate: Classified employees are normally hired at the minimum salary range. Adjustments will be reviewed based upon experience and/or education over and above those listed as minimum requirements for the position. If an exception is approved, the maximum salary increase will be no more than 8% over the minimum salary listed for the position. In each case the increase will be based on the job description and the application of the candidate for the position. The increase must be requested by the budget head/supervisor and reviewed by the Director of Human Resources and the Vice President for Business Affairs. The President will make the final approval for the salary adjustment and that approval must be obtained prior to an offer being extended to the candidate.

Merit Increases: Merit increases are subject to funding and will be allocated during the annual budgeting process. The President will establish the merit pool for employees with a performance appraisal rating of not less than "exceeding expectations". The original

performance appraisal must be on file in the Office of Human Resources before the merit increase can be approved.

Non-Classified Employees: Non-classified employees are not included in the Classified Pay Plan and will be compensated at a rate that assures uniform treatment of comparable positions locally, state-wide and nationally. Increases will be based on job descriptions, performance evaluations and comparable positions, both internally and externally, in the higher education market.

PAY REDUCTION

The compensation of an employee shall be reduced for reasons such as sick and vacation leave taken in excess of accrued leave, unexcused absences and leave without pay absences and suspensions. In such situations, a personnel transaction form (PO1) should be created to remove the employee from the payroll. When the employee returns to work another personnel transaction form (PO1) will be prepared to return the employee to active status.